



**Kentucky Bicycle and  
Bikeway Commission**

Advising the Kentucky  
Transportation Cabinet in  
cooperation with the Bicycle  
and Pedestrian Program

*Representing the interests  
of bicyclists in advising  
the cabinet secretary*

*Assisting the bicycle and  
pedestrian program*

*Promoting the best interests  
of the bicycling public to  
governing officials and  
the public at large*

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May 15, 2009

**Marigny Bostock**  
Mayor's Healthy Hometown Project  
Louisville Department of Public Health and Wellness  
400 East Gray Street  
Louisville, Kentucky

Re: Paula Nye Memorial Educational Grant # 2009-02  
Name of Project: Sharing the Road: Cyclist and Motorist Education

Dear Marigny:

The Kentucky Bicycle and Bikeway Commission ("KBBC") is pleased to enclose a Grant award check in the amount of \$9035.00. The purpose of the Grant is to support your proposal dated February 17, 2009 in advancing cycling and cycling education in Kentucky and your community. Cashing the check will indicate your acceptance of the Grant and its conditions as described in the attached Grant Acceptance and Reporting Agreement. For accounting purposes, please deposit the check within ten (10) days.

We encourage you to publicize your Grant from the KBBC by submitting a press release to local media outlets and by mentioning the support you received in any of your organization's publications. The credit line "Made possible by a Grant from the Kentucky Bicycle and Bikeway Commission with funds generated by the purchase of "Share the Road" license plates" may be appropriate.

Enclosed with your Grant check is a Grant Acceptance and Reporting Agreement. Please note the Grant number above. We ask you to refer to that number on all progress reports and inquiries related to your Grant. With the report form, please include copies of any publicity you have generated about the Grant received from the KBBC as well as photos of your project as applicable. If this Grant was used to purchase materials or equipment, please maintain the original receipts as part of your budget accounting and to assist in an audit of the program.

If you have questions, please do not hesitate to contact me at 859.384.1828 or by E-mail at [RMLCI@aol.com](mailto:RMLCI@aol.com). Congratulations and our best wishes to your organization.

Sincerely,

Ralph K. "Mitch" Mitchell  
Chair, Kentucky Bicycle and Bikeway Commission



**KENTUCKY BICYCLE AND BIKEWAY COMMISSION  
PAULA NYE MEMORIAL EDUCATIONAL GRANT  
GRANT ACCEPTANCE AND REPORTING AGREEMENT**

Grantee: Louisville Department of Public Health and Wellness

Grant #: 2009-01

Amount of Grant: \$9035.00

Purpose of Grant: Sharing the Road: Cyclist and Motorist Education, Mayor's Healthy Hometown Project

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Congratulations on being awarded Grant No. 2009-01 in support of your project. By signing below you recognize and acknowledge the obligations and conditions that accompany the Grant. By complying with these requirements, the KBBC can monitor the success of the Paula Nye Grant Program.

General Conditions:

1. This Grant is to be used only for the purpose described in your proposal which is hereby incorporated into this Agreement by reference.
2. The Grant is subject to modification only with the KBBC's prior approval.
3. The Grantee shall return to KBBC any unexpended funds at the end of the Grant period.

Reporting:

The Grantee shall submit Project Progress and Summary Reports ("Reports") to the KBBC as follows: Progress Report: If the project timeframe exceeds six months, the Grantee shall submit a Progress Report by the sixth month anniversary of this Agreement. Summary Report: Within 30 days of the proposed project completion, Grantee shall submit a final Summary Report. The Reports should include pictures, copies of community outreach and public relations materials and should address the following:

1. The Report should provide a brief summary of how the Grant was used including a financial synopsis which highlights what was spent against what was proposed in your budget.
2. Receipts for equipment acquired must be maintained by the Grantee along with an accounting of all funds expended on the project. Grantee acknowledges that the use of Grant funds is subject to audit by the KBBC.
3. The Report should address outcomes achieved as a result of the Grant with attention to the community served, how many recipients were involved in the program and benefits to the community.
4. Future plans for the program including plans for any remaining equipment or materials purchased with Grant funds.

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Signature

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Date